

# Obtaining Access to Oracle Learning Management for Non-MCG Employees

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If you are a Contractor, Temporary Staff, Intern or Volunteer, you may be required to take mandatory training. In addition, some MCG Employee Training is available to our Community Partners.

However, because you are not an employee, you will need to access Oracle Learning Management (OLM) through our Extranet Portal. This takes several steps and some time, but once done, you will have the ability to use all the features of OLM anytime 24/7.

## WHY ALL THESE STEPS

AccessMCG is a public portal to access many County Applications. To use one of the applications, you need to (1) set up a profile, and (2) request access to the application you need. In this case, you will want access to a County Learning Area. Once this is done you can log-in and enroll in classes through Oracle Learning Management (OLM).

## DETAILED INSTRUCTIONS

Instructions begin on the next page and include:

### Step 1. SET-UP A PROFILE IN AccessMCG

- Once you receive an automated confirmation, wait about one hour before going to Step 2.

### Step 2. REQUEST ACCESS to a Learning Area in OLM

- Your request will be sent to the Learning Administrator for approval.
- Because this is not automated, it can take up to 3 business days.
- Once you receive the approval, wait about one hour before Step 3.

### Step 3. ENROLL in the class.



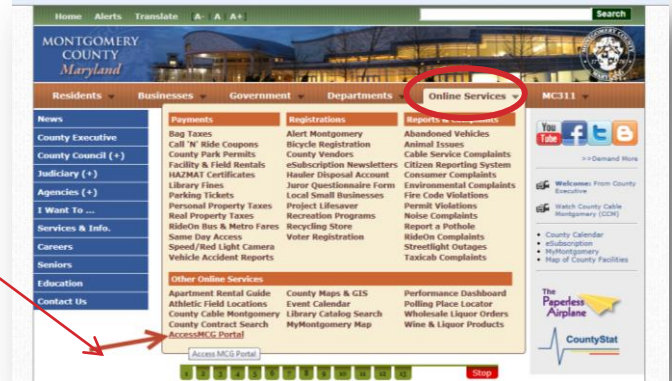
**If during this process you need assistance, please feel free to call us:**

- Michaela Johnson, 240-777-5063
- Natalie Hillson, 240-777-5065
- Anithia Rhodes, 240-777-5046

## STEP 1: SET-UP YOUR PROFILE

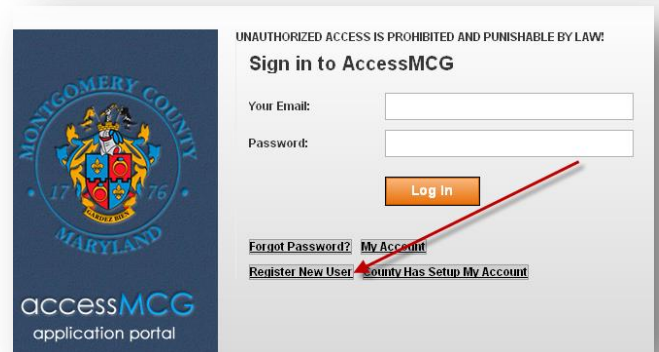
➤ **GO TO:** [WWW.MONTGOMERYCOUNTYMD.GOV](http://WWW.MONTGOMERYCOUNTYMD.GOV)

1. Select the drop down tab “Online Services”
2. Click “AccessMCG Portal”



### ➤ LOG-IN PAGE

1. Click “Register New User”



### ➤ FIRST SCREEN: “YOUR ROLE”

1. Select the appropriate “Role.”
2. Click “Select Individual Role” button.

<p><b>Please Note:</b> If you received a temporary username and password from the County (e-g., Ex-Employee, Supplier), please click <a href="#">here</a>.</p> <p>If you are registering for <b>personal, individual purpose</b> and not for business purpose: Please select one of the options below that best describes your activities with the County.</p> <table border="1"><thead><tr><th colspan="2">Your Role</th></tr></thead><tbody><tr><td><input type="radio"/> Individual</td><td>Individual</td></tr><tr><td><input type="radio"/> Student</td><td>Student</td></tr><tr><td><input type="radio"/> Volunteer</td><td>Volunteer</td></tr><tr><td><input type="radio"/> Former County Employee</td><td>Former County Employee</td></tr></tbody></table> <p><input type="button" value="Select Individual Role"/></p>	Your Role		<input type="radio"/> Individual	Individual	<input type="radio"/> Student	Student	<input type="radio"/> Volunteer	Volunteer	<input type="radio"/> Former County Employee	Former County Employee	<p><b>Please Note:</b></p> <ul style="list-style-type: none"><li>– Select <b>“Individual”</b> if you are: Community Partner Contractor</li><li>– Select <b>“Former County Employee”</b> <u>only</u> if you are a retiree.</li></ul>
Your Role											
<input type="radio"/> Individual	Individual										
<input type="radio"/> Student	Student										
<input type="radio"/> Volunteer	Volunteer										
<input type="radio"/> Former County Employee	Former County Employee										

## ➤ SECOND SCREEN: “NEW USER INFORMATION”

1. Complete all information.
2. Click “Create”.

To register a new account, please complete the following form.

Your password must conform to specific requirements: If you must write it down, be sure to keep it in a safe place.

[Show Me Password Rules](#)

Email Address is required

If Registering with County for a Business Reason? [Please Read!](#)

Email Address		* This will be your login id.
First name		*
Last name		*
Telephone Number		*
Business/Company	County Student	*
Department		
Job Title		
Street Address		*
City		*
State		*
Zip Code		*
New Password		* Please check Password Rules above to make sure your password meets the requirements
Confirm Password		

\* Require your input

Email Address is required

[Create](#)
[Clear](#)
[Restart](#)
[Cancel](#)

**Please Note:**

**Email Address:**  
Do NOT use your MCG email if you have one.

**Department:**

- Contractors, Interns and Volunteers - HHS
- Retirees - None
- Partners - Name of your organization

**Password:**

- Requirements-at least 8 characters long; must include at least 1 letter, 1 number and 1 symbol.
- For additional information, click “Show me Password Rules” at the top-left of the screen.

## ➤ “VERIFICATION WINDOW”

1. The security code has been emailed to you.
2. Enter it here. →
3. Click “Enter”

To verify your identity, a security code has been sent to your email address. Please enter the security code here.  
Note: In case you cannot enter the security code right away, the email contains details to enter code at later time.

Code

[Enter](#)
[Clear](#)
[Cancel](#)

## ➤ WARNING NOTICE WILL APPEAR

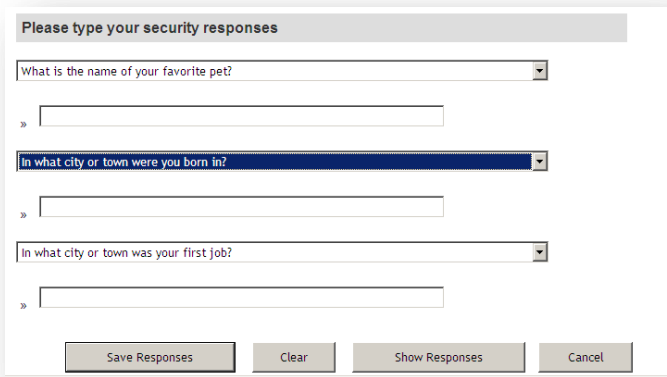
1. Select “I agree”
2. Click “Continue”
3. Your new account is being configured.
4. Click Continue.

Please confirm that you have furnished correct information about you with the registration process.

☒ I Agree
 [Continue](#)

[Logout](#)

### ➤ **THIRD SCREEN: SECRET SECURITY QUESTIONS**

	<ol style="list-style-type: none"><li>1. Select a question from each of the 3 drop-down box</li><li>2. Click “Save Responses”.</li><li>3. A confirmation screen will appear.</li><li>4. Click “Confirm Responses.”</li></ol>
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- You have completed your Profile.
- A confirmation will be emailed to you.
- This will take about one hour.

### **STEP 2: REQUEST ACCESS TO THE LEARNING AREAS**



## STEP 2: REQUEST ACCESS TO THE LEARNING AREAS

1. Log back into AccessMCG using the UserName (your email) and password you just created.
2. Select **Human Resources Services**
3. Select **County Learning Services**

### ➤ **COUNTY LEARNING SERVICES SCREEN.**

- Notice that there are two lists:

Learning Area <i>Approved to You</i>	Learning Areas <i>Available for Approval</i>
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AccessMCG Extranet  
Welcome Michaela Johnson  
Home | Get Access | My Preferences | My Account | Log Off

### learn County Learning Services

**PLEASE NOTE:** Access to County Learning requires registration to/approval from the County. Each learning area/category will need separate registration/approval. The first time registration may take little long time.

**County Learning Area**

Learning Areas Approved to You	Learning Areas Available for Approval
Learnings: Health and Human Services Courses	Learnings: County Library Courses
Learnings: Human Resources Courses	<input type="button" value="Get Approval"/>

4. Look under “Learning Areas *Available for Approval*”
5. Find the Learning Area from which you want to take classes
  - County Library
  - Human Resources
  - Health and Human Services
6. Click **Get Approval**  
The Approval Request is sent to the Catalog Administrator.  
You will receive a response from the administrator once it is approved.  
This may take **up to three (3) business days**.



- You receive an approval confirmation.
- Wait *about one hour* for the entire system to be updated.
- You may now enroll in classes.

## **A NOTE ABOUT CLASS CATALOGS**

OHR Training and Organizational Development provide two training catalogs.

Prior to enrolling in a class, we highly recommend looking at the catalog to decide what classes you want to attend.

**Course Catalog – OHR** is published annually in the fall; it includes professional development, management courses and mandatory classes.

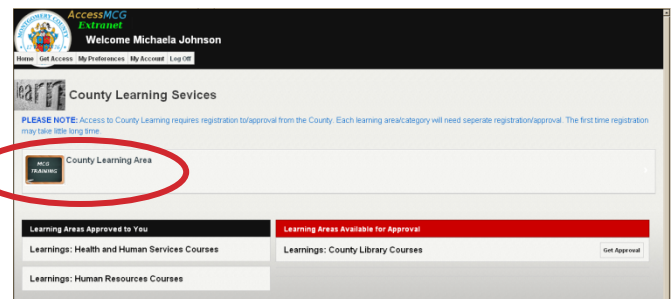
**HHS –CCL Course Catalog** – is published in August and January and provides classes specifically designed for the staff of the Department of Health and Human Services.

To view these catalogs:

- Go to the OHR Training Website: [www.montgomerycountymd.gov/ohr/training](http://www.montgomerycountymd.gov/ohr/training)
- Look under “Quick Links”

## **STEP 3: ENROLL IN CLASSES**

1. Log back into AccessMCG
2. Select **Human Resources Services**
3. Select **County Learning Services**
4. Click the County Learning Area icon



**For Detailed Enrollment Instructions, go to:**

<http://montgomerycountymd.gov/ohr/training/partner-enroll.html>

- Click “How to Enroll in a Class”